



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
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IMEU-VIC-LGR

27 FEB 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-47, Local Commuting Area and Per Diem Entitlements for Temporary Change of Station Travel

1. References:

- a. Joint Federal Travel Regulation/Joint Travel Regulation.
- b. DoD Financial Management Regulation, Volume 9, Chapter 4, Transportation Allowances, paragraph 0408, Local Travel In and Around Permanent or Temporary Duty Station.
- c. Department of the Army Personnel Policy Guidance (PPG), updated 12 Feb 09.
- d. Memorandum, IMCOM Europe, IMEU-PWD-H, subject: Statements/Certificates of Non-Availability for TCS Travel, 7 Jun 06.
- e. Army in Europe Regulation 600-8-11, Army in Europe Paired Communities, 6 Dec 06.

2. This policy memorandum supersedes U.S. Army Garrison Vicenza Command Policy Memorandum 06-16, subject as above, dated 21 October 2005.

3. This policy memorandum is effective immediately and defines the U.S. Army Garrison (USAG) Vicenza local commuting area within which per diem and transportation expenses may be authorized or approved. This applies to military and civilian personnel conducting official business within the limits of the permanent or temporary duty station and temporary change of station (TCS) for USAG Vicenza and all other supported units/individual Soldiers.

4. Pursuant to reference b above, the senior commander determines the local area in which transportation expenses may be authorized or approved for conducting official business when two or more installations are in close proximity. The USAG Vicenza local commuting area consists of the following: Lerino, Torri di Quartesolo, Longare, and Vicenza, Italy.

5. USAG Vicenza is responsible for the care, feeding, housing, and appropriate transportation for all personnel TCS'd to its installations. Maximum use of government facilities is directed. However, if space is not available on the installation, use of contracted commercial facilities, as

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government quarters, must be considered. When this option is executed, the installation should also contract for multi-passenger vehicles for seven or more occupants to move personnel from these locations to the installation.

6. Government quarters and mess may not be available at some locations. The USAG Vicenza Garrison Commander (GC) has designated representatives, Garrison Housing Officer from the Directorate of Public Works (DPW) and the Chief, Supply and Services Division, Directorate of Logistics (DOL) to issue statements of non-availability (SNA) for lodging and meals, respectively, for those Soldiers who are required to reside away from the installation. The SNA should be completed on a DD Form 1351-5, Government Quarters and/or Mess and is only valid for a 90-day period. At the end of the 90 day period, the availability of lodging/meals will again be reviewed and another SNA issued, if still required.

7. IAW policy set forth at reference d above, the following guidance should be followed:

a. Lodging:

(1) Staff Sergeants (SSGs) and below will reside in the barracks. If barracks are not available, the Soldiers' unit commander will provide a memorandum to the Garrison Housing Officer. The Garrison Housing Officer will coordinate with the Army lodging facility to determine the availability of temporary quarters. Note: Housing and Army lodging personnel will not require Soldiers to move in and out of temporary quarters. Once established in "housing", Soldiers will remain.

(2) Sergeants First Class (SFCs) and above will report to the Garrison Housing Officer upon arrival. Housing will make every effort to house these Soldiers in government controlled facilities (SBEQs, BOQs, Army lodging facilities, or diverted surplus family quarters). If none of these options are available, a SNA will be issued.

b. Mess: The PPG at reference c above requires the GC to determine if meals are available. Under TCS orders, entitlement to the meals portion of the per diem rate is separate from lodging, unlike temporary duty (TDY) where it is automatically commercial (local) meals when a SNA is issued for commercial lodging. If there are some meals available, then the proper type of per diem is proportional per diem or proportional meal rate (PMR) – not commercial (local) per diem. The correct way to do this is to prepare a memorandum authorizing PMR describing which meals are available to the Soldier (i.e. PMR is authorized due to limited availability of meals-only lunch and dinner meals are available during the work week). Accordingly, if some meals are not available, the Soldier's commander will provide the USAG Vicenza DOL a memo explaining the non-availability. The DOL will then determine if this is appropriate and issue a SNA on DD Form 1351-5.

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8. Oftentimes, Soldiers on TCS orders will not have a unit commander accompanying them, in which case the Garrison Housing Officer and DOL should make determinations concerning availability of lodging and mess.

9. Each Soldier's situation will be different based on the duties and missions assigned as well as the lodging arrangements and location. Accordingly, each determination will be on a case-by-case basis. Situational examples of when and when not to issue SNAs for Soldiers on TCS orders participating in contingency operations is provided in the PPG at paragraph 8-2e(5) and should be considered as guidance in reaching appropriate determinations. Examples:

a. Situation #1: Soldier is billeted/lodged in the barracks/temporary quarters on the installation and all meals are available in the installation DFAC. GC SNA Decision: No SNA provided for meals or lodging. Member receives the incidental expense (IE) portion of per diem.

b. Situation #2: Soldier is billeted/lodged in commercial hotel/motel off the installation because of lack of barracks space/temporary quarters on the installation. Additionally, the installation is unable to contract for commercial lodging off the installation for TDY/TCS Soldiers. As a result, the Soldier has to obtain commercial lodging and pay out of pocket for the lodging. All meals are available in the installation DFAC. Based on the standard duty day (0700-1700) during the normal workweek (M-F), the Soldier is able to utilize the dining facility for the breakfast and lunch meal. However, the Soldier would have to commute back to the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the DFAC for all three daily meals. GC SNA Decision: GC issues a SNA for lodging for every day the Soldier is there in a TCS/TDY status. GC issues SNA for the dinner meal during the work week, which authorizes the Soldier the proportional meal rate Monday to Friday. GC issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekend.

c. Situation #3: Soldier is billeted/housed in a commercial hotel off the installation because of lack of barracks space/temporary quarters on the installation. The installation has contracted for a commercial hotel. All meals are available in the DFAC. Based on the standard duty day (0700-1700) during the normal workweek (M-F), the Soldier obtains the lunch meal at the DFAC. However, the Soldier would have to commute onto the installation early to obtain breakfast and commute back onto the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the DFAC for all three daily meals. GC SNA Decision: GC does not provide a SNA for lodging. GC issues SNA for the breakfast and dinner meal during the work week which authorizes the Soldier the proportional meal rate for meals Monday to Friday. GC issues SNA for all 3 meals on the weekend, which authorizes the Soldier the commercial per diem rate for all meals on the weekends.

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d. Situation #4: On a daily basis, Soldier is commuting back and forth from their home/permanent residence where they were mobilized to the mobilized duty location/installation. **Example:** Soldier lives in Alexandria, VA, and is mobilized and assigned to Ft. Belvoir, VA. Soldier lives at home and commutes to and from Ft. Belvoir each duty day. GC SNA Decision: No SNA is issued for lodging or meals. The Soldier is in a non per diem status. No per diem authorized to include the IE portion of per diem. The Soldier pays to eat at the DFAC.

e. Situation #5: Soldier is housed in barracks on the installation and contracted meals are provided on the installation by the installation DFAC. However, Soldier is an MP and works various rotating shifts (day, night) and is therefore unable to utilize the DFAC for all meals. Soldier's unit/command implements a missed meal policy and tracks the days when the Soldier is unable to utilize a particular meal due to the shift being worked. The unit/command provides this data monthly to the GC with a request for SNA for the missed meals. GC SNA Decision: No SNA issued for lodging. Based on information provided by the unit/command, the GC issues a SNA for the meals on the days the Soldier is unable to utilize the DFAC for a meal due to shift work. The SNA authorizes the Soldier the proportional meal rate for the days the Soldier is unable to utilize the DFAC for a particular meal.

10. The PPG, paragraphs 8-2e and 8-2f, provide additional important guidance on issues involving basic allowance for subsistence (BAS) and per diem for Soldiers on TCS status. All Soldiers will receive BAS while in a TCS status, including Soldiers in single government quarters. TCS Soldiers who are on government installations with dining facilities are directed to use mess facilities. When a Soldier is in an authorized per diem status, these Soldiers are not required to pay for their meal, as the meal portion of per diem is being cost captured to pay for the meals received at the installation using CONOPS messing procedures. Soldiers are entitled to the incidental rate of per diem only if authorized per diem at these locations.

11. The USAG Vicenza DFAC serves only two meals per day on weekends and holidays. The breakfast and lunch meals are combined as a brunch via regulation as subsistence-in-kind. This issue should be considered in determining appropriate per diem rates for weekends and holidays.

12. Point of contact is Resource Manager, DOL, DSN: 634-6817.


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